



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

March 5, 2001

M E M O R A N D U M

TO: All Biweekly Uniform Payroll System (UPS) Vendors

FROM: Ronald S. Mitchell
Director

SUBJECT: New Remittance Information

Over the past 7 months, the Office of State Uniform Payroll (OSUP) has provided vendors of UPS with various information relative to the implementation of a new Human Resources/Payroll (ISIS/HR) system which begins **March 19, 2001** for the **April 6, 2001 payday**. The purpose of this memorandum is to outline information on how OSUP will provide payment and employee remittance detail to each vendor identified as receiving **biweekly payments**.

- Payments of deductions withheld each regular/biweekly payday will normally be mailed (checks) or transmitted to the bank (EFT) the day before payday, e.g. Thursday, April 5, 2001 for payday Friday, April 6, 2001. A calendar identifying paydays can be found on the OSUP web site (see note below).
- Additional payments may be made **daily** for withholdings from "off-cycle" processing of payroll. Off-cycle processing will include checks that have been voided or supplemental checks issued between regular biweekly payroll processing.
- Deduction registers, now referred to as remittance reports, of employee detail (hardcopy reports) will be mailed at the same time the payments are mailed/transmitted. A sample remittance report is attached. Vendors that have elected to receive remittance detail via FTP will not receive hardcopy reports. Refer to communication with the ISIS HR team on when FTP data will be available.

Reminders and changes to information previously reported:

- Employees may have multiple transaction lines on the remittance report depending on payroll activity for that employee. One employee may have multiple deduction codes, known as wage types in ISIS HR, and amounts for the same product or item. Multiple entries for the same wage type may appear when payroll checks are voided and reissued in off-cycle processing.

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- The numbers identifying agencies have changed from a three digit Control Number and an eight digit PRN to one three digit Agency number. **This field was originally identified as a four digit Personnel Area number, which is the Agency number preceded by a zero.**
- A revised Agency Walkover List, identifying Agency number in place of Personnel Area, and all past correspondence with vendors on the ISIS HR implementation can be found on the OSUP web site (www.doa.state.la.us/osup/osup.htm).

Vendors must acknowledge in writing their acceptance of this information to Mr. Ralph Noland via fax at (225) 342-1650 by **March 12, 2001**. Please direct any questions in reference to the new remittance information to Mr. Noland at (225) 342-7290.

RSM:SKG

[Attachment: Sample remittance report](#)

c: Reading File

02/26/2001

Dynamic List Display

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OSUP VENDOR REMITTANCE REPORT

STATE OF

LOUISIANA

ISIS HR

SYSTEM

RUN DATE: 02/26/2001

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RUN TIME: 14:13:17

EFFECTIVE DATE

REPORT ID: ZF04

PAYMENT RUN ID: SH02

PAYMENT RUN DATE: 1/17/2001

Vendor	Vendor Name	Wage Type	Wage Type Description	Agency	SSN	Employee Name	Amount
30004	AMERICAN FAMILY LIFE	3033	Amer Family NA/Cancer	441	959753950	JOHNSON, IRVING	6.00
30004	AMERICAN FAMILY LIFE	3033	Amer Family NA/Cancer	512	236040993	MANGOLD, LINDA	12.25
30004	AMERICAN FAMILY LIFE	3037	Amer Family NV/Accident	441	598057597	WALKER, SUSAN	10.00
30004	AMERICAN FAMILY LIFE	3038	Amer Family NZ/Ineligible	441	598057597	WALKER, SUSAN	15.00
30004	AMERICAN FAMILY LIFE	3039	*Amer Family PA/Cancer	107	576353312	BENNETT, DARRELL	2.00
30004	AMERICAN FAMILY LIFE	3039	*Amer Family PA/Cancer	107	114979773	JONES, SUE	3.00
30004	AMERICAN FAMILY LIFE	3039	*Amer Family PA/Cancer	263	905919029	TRAVIS, BILL	5.00
* 30004							53.25